File No.GAD-56022/23/2017-AS-PU1-GAD-Part(1)

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

General Administration Department – Political Wing - Standing orders (Delegation of Powers) u/r 22 (a) of A.P. Business Rules - Orders – Issued.

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GENERAL ADMINISTRATION (PU-A) DEPARTMENT

G.O.P.No.1 Dated:07.11.2017.

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ORDER:

The Chief Minister issues the following standing orders for delegation of powers under rule 22 (a) of A.P. Business Rules in respect of General Administration Department.

(1) POLITICAL			
Sl. No.	**Type of Case**	**Authority competent**	**Circulation needed?**
1.ASSUMPTION OF CHARGES			
	Governor - assumption of charge	Chief Justice of High Court	Yes
	Chief Minister - assumption of charge	Governor	Yes
	Council of Ministers - assumption of charge	Governor	Yes
	Government Whips - assumption of charge	Speaker APLA>Chairman APLC	Yes
2. **CHIEF MINISTER OFFICE AFFAIRS - ESTABLISHMENT**			
	A. APPOINTMENTS		
	PS/PA/OSD - appointment of	Secy. (Poll.) > CS	No
	Staff of A.S. to CM and Grievance Cell - appointment of	Secy. (Poll.) > CS	No
	Out sourcing staff (DPOs/DEOs/Senior Analysts/Technical Officer/Tele-Callers and Office Subordinates) – appointment of	Secy. (Poll.) > CS	No
	B. PAY		
	Pay fixation to ASO/SO/AS	M.L.O.>Secy. (Poll.)	No
	Sanction of Additional Charge Pay to ASO/SO/AS	M.L.O. > Secy. (Poll.)	No
	C. LEAVES		
	Sanction of EL/HPL/EOL/Maternity/Paternity/ Child Care Leave	Upto SO- MLO/ AS and above- Secy. (Poll.)	No
	D. REIMBURSEMENTS		
	Medical - OP Treatment - reimbursement of	< 25000 Secy. (Poll.) and >25000 CS	No
	Medical - Treatment in Recognized Hospital - reimbursement of	DME report > Secy. (Poll.) > CS	No
	Medical - Treatment obtained in Un-Recognized Hospital - reimbursement of	Secy. (Poll.)>HM&FW>Finance>Standing Committee >CS>CM	Yes
	Education reimbursement - sanction of	MLO	No
	LTC - sanction of	Upto SO: MLO/ AS and above: Secy. (Poll.)	No
	TA&DA - sanction of	Upto SO: MLO/ AS and above: Secy. (Poll.)	No
	E. LOANS AND ADVANCES		
	GPF - Temporary Advance - sanction of	Upto SO MLO/ AS and above	No

		Secy. (Poll.)	
	GPF - Part Final withdrawal - sanction of	Upto SO MLO/ AS and above Secy. (Poll.)	No
	HBA - sanction of	Upto Class-IV: MLO/ Above Class-IV: Secy. (Poll.)	No
	Motor car/ Motor cycle Advance - sanction of	Upto Class-IV: MLO/ Above Class-IV: Secy. (Poll.)	No
	Computer Advance - sanction of	Upto Class-IV: MLO/ Above Class-IV: Secy. (Poll.)	No
	Marriage Advance - sanction of	Upto Class-IV: MLO/ Above Class-IV: Secy. (Poll.)	No
	Education Advance - sanction of	MLO	No
	Festival Advance - sanction of	MLO	No
3.**CHIEF MINISTER OFFICE AFFAIRS - OFFICE MANAGEMENT**			
	A. CONSUMABLES AND EQUIPMENT		
	Stationery/ non-stationery/ equipment – Procurement / Rate-contract finalization	Committee headed by a Secretary of GAD with MLO as convener	No
	Stationery items - purchase of	Secy. (poll)	No
	Furniture - supply and maintenance of	Secy. (poll) > CS > FIN	No
	Non-Stationery items - purchase of	Secy. (Poll)	No
	Furnishing - furnishing of camp office	MLO>Secy. (poll)	No
	B. MISCELLANEOUS		
	Civil and Electrical Works - sanction of	Secy. (Poll)>CS	No
	House Keeping - sanction of	Secy. (poll)	No
	Telephones & mobile Phones - sanction of and payment of bills	MLO	No
	Relaxation in respect of Telephones & mobile Phones - sanction of and payment of bills	MLO> Secy. (poll)	No
	Newspapers/magazines - supply of and payments for	MLO	No
	Vehicles - hiring and allotment of	MLO > Secy. (Poll.)	No
	Sanction of Budget to CM Tour programmes.	Secy. (Poll)>CS>FIN	No
	Foreign tours of CM - giving permissions and sanction of expenditure	Secy>CS>CM	Yes
4.**COUNCIL OF MINISTERS AFFAIRS**			
	A. POSTS		
	Ministers/ Cabinet rank holders Peshi Staff Creation	GAD > Finance > CS > Min.(Fin) > CM	Yes
	Ministers/ Cabinet rank holders Peshi Staff Appointment	Secy. (Poll.)	No
	Ministers/ Cabinet rank holders Peshi Staff Repatriations working on OD basis	Secy. (Poll.)	No
	B. TRANSPORT		
	Conveyance allowance - sanction of	MLO > Secy. (Poll.)	No
	Vehicles to ministers - allotment of	MLO > Secy. (Poll.)	No
	C. ALLOWANCES AND BENEFITS		
	One time grant - for purchase of furniture items at residences of Ministers and cabinet rank holders - sanction of	MLO>Secy. (Poll.) > CS>CM	Yes
	One time grant - for purchase of crockery & cutlery to the ministers and cabinet rank holders	MLO>Secy. (Poll.)>Fin	No
	Motor car advance/Laptop Computers advance to the Ministers - sanction of	Secy. (Fin)	No
	Conveyance allowance to the Ministers		

	Conveyance allowance to the Ministers - sanction of	Secy. (Poll.)	No.
	D. MEDICAL REIMBURSEMENT		
	Medical - OP Treatment - reimbursement of	< 25000 Secy. (Poll.) and > 25000 CS	No
	Medical - Treatment in Recognised Hospital - reimbursement of	DME report> Secy. (Poll.)> CS	No
	Medical - Treatment obtained in Un-Recognised Hospital - reimbursement of	Secy. (Poll.)>HM&FW>Finance> Standing Committee>CS> CM	Yes
	E. MISCELLANEOUS		
	Code of conduct of Minister - receiving petitions/complaints and conducting enquiry	Secy. (Poll.)> CS> CM	Yes
	Foreign tours of Ministers - giving permissions and sanction of expenditure	Secy. (Poll.)> CS> CM	Yes
	Court cases/Miscellaneous matters relating to Ministers.	Secy. (Poll.)> CS> CM	Yes
5.**RAJ BHAVAN MATTERS**			
	A. ESTABLISHMENT		
	AS/SO/ASO - transfers and postings	Secy. (Poll.)	No
	B. MEDICAL		
	Medical - OP Treatment of AIS officers - reimbursement of	< 25000 Secy. (Poll.) and >25000 CS	No
	Medical - Treatment in Recognised Hospital - reimbursement of	M.L.O.>Secy. (Poll.)	No
	Medical - Treatment obtained in Un-Recognised Hospital - reimbursement of	Secy. (Poll.) > HM&FW > Finance>Standing Committee> CS>CM	Yes
	C. LOANS AND ADVANCES		
	HBA - sanction of	Secy. (Poll.)> CS	No
	Motor car> Motor cycle Advance - sanction of	Secy. (Poll.)> CS	No
	Computer Advance - sanction of	Secy. (Poll.)> CS	No
	Marriage Advance - sanction of	Secy. (Poll.)> CS	No
	Education Advance - sanction of	Secy. (Poll.)> CS	No
	Festival Advance - sanction of	Secy. (Poll.)> CS	No
	Budget - loans and advances - distribution of	Secy. (Poll.) > CS>Finance	No
6.**HIGH COURT**			
	High Court – Constitution and organization of	Secy. (Poll.)> CS> CM> Governor	Yes
	High Court Judges - appointment of	Secy. (Poll.)>Law Courts>CS>CM>Governor on receipt of warrants from Ministry of Law will be notified.	Yes
	District Judges - appointment of	Secy. (Poll.)>Law Courts>CS1>CM>Governor on receipt of warrants from Ministry of Law will be notified.	Yes
	District Judges panels - preparation of	Secy. (Poll.) > Secy. (Law) > CS	No
	AP State Judicial Service - related matters	Secy. (Poll.) > Secy. (Law) > CS	No
7.**LEGISLATURE**			
	Secretary Legislature - appointment of	Secy. (Poll.) > Law Courts > CS > CM > Governor on receipt of notes from CM	Yes
	Coordination matters relating to Assembly and Council	Secy. (Poll.)	No

8.**OTHER APPOINTEES**			
	Advisors to Government - appointment of	Secy. (Poll.) > CS > CM	Yes
	Advisors to Government - conferring of status	Secy. (Poll.) > CS > CM	Yes
	Pay, Perks and Allowances to Advisors/ Chairpersons - sanction of	Secy. (Poll.) > CS > CM	Yes
	Foreign tours of Advisors/ Non-officials - giving permissions and/or sanction of expenditure	Secy. (Poll.) > CS > CM	Yes
	Secretary Law - appointment of	Secy. (Poll.) > Law Courts > CS > CM > Governor on receipt of Panel from High Court	Yes
9.**VIGILANCE AND ANTI-CORRUPTION**			
	A. APVC		
	APVC - appointment of	Secy. (Poll) > CS > CM > Governor	Yes
	Staff - allotment of	Secy. (Poll)	No
	Budget - Consolidation of	Secy. (Poll.)	No
	Annual report - Placing before legislature	Secy. (Poll.) > CS > CM	Yes
	B. VIGILANCE AND ENFORCEMENT		
	Staff - allotment of	Secy. (Poll.) > CS	No
	Budget proposals - consolidation of	Secy. (Poll.) > CS	No
	C. ACB		
	Budget proposals - consolidation of	Secy. (Poll.) > CS > Finance	No
	Re-employment of staff - approval of	Secy. (Poll.) > CS	No
	D. COI		
	Member, Commissioner of Inquiries - appointment of	APVC>Secy. (Poll.) > CS > CM	Yes
	Consolidation of budget proposals	Secy. (Poll.) > CS	No
	Staff - allotment of	Secy. (Poll.) > CS	No
	E. LOKAYUKTA AND UPA LOKAYUKTA		
	Lokayuktha / Upa lokayuktha - Appointment of	Secy. (Poll.) > CS > CM > Governor	Yes
	Consolidation of budget proposals	Secy. (Poll.) > CS	No
	F. MISCELLANEOUS		
	Instructions - issue of		
	Capital expenditure - sanction of	Secy. (Poll.) > CS>FINANCE	No
	Connected Laws and rules - preparation, amendments, interpretation of	Secy. (Poll.) > CS>CM	Yes
10.**FOREIGN AFFAIRS**			
	A. NRT		
	NRT budget - preparation of	Secy. (Poll.) > Secy. (Fin)	No
	NRT Society - annual work plan and budget - approval of	Secy. (Poll.) > CS	No
	Advisors to Government - NRI Affairs and Investments - appointment of	Secy. (Poll.) > CS	No
	B. FOREIGN TOURS		
	Political clearance - CM foreign tour entourage - CM, officials and non-officials - obtaining of	M.L.O > Secy. (Poll.)	No
	Political clearance - Ministers foreign tour entourage - Ministers, officials and non-officials - obtaining of	M.L.O > Secy. (Poll.)	No
	Political Clearance - Non officials - obtaining of	M.L.O > Secy. (Poll.)	No
	C. MISCELLANEOUS		

	Issue of NOC for acquiring Indian Passport / VISA	Upto Class-IV: MLO / Above Class-IV: Secy. (Poll.)	No
	Consulates - establishment of	Secy. (Poll.) > CS	No
	Correspondence with Foreign Government - issue of instructions	Secy. (Poll.) > CS>CM	Yes
	Diplomatic, Consular and Trade Representatives - interaction with	Secy. (Poll.) > CS>CM	Yes
	Detenues connected with External and Foreign Affairs	Secy. (Poll.) > CS>CM	Yes
	Foreign Affairs - All matters which bring the Union into relation with any foreign country	Secy. (Poll.) > CS>CM	Yes
	External Affairs	Secy. (Poll.) > CS>CM	Yes
	Certificate Authentication	MLO	No
	APEDB - annual work plan and budget - approval of	Secy. concerned> CS	No
11.**NON CADRES OFFICERS PROMOTIONS/ TRANSFERS**			
	A. PROMOTIONS		
	Promotion panel - SO to AS - PS line - preparation of	MLO>Secy. (Poll.)	No
	Promotion panel - SO to AS - SO line - preparation of	MLO>Secy. (Poll.)	No
	Promotion panel - AS to DS - preparation of	MLO>Secy. (Poll.) > CS	No
	Promotion panel - DS to JS - preparation of	MLO>Secy. (Poll.) > CS	No
	Promotion panel - JS to Addl. Secy. - preparation of	MLO > Secy. (Poll.) > CS	No
	DPC proposal - SO to AS - preparation of, conduct of DPC, issue of orders	Committee > CS > CM	Yes
	DPC proposal - AS to DS - preparation of, conduct of DPC, issue of orders	Committee > CS > CM	Yes
	DPC proposal - DS to JS - preparation of, conduct of DPC, issue of orders	Committee > CS > CM	Yes
	DPC proposal - JS to Addl. Secy. - preparation of, conduct of DPC, issue of orders	Committee > CS > CM	Yes
	B. POSTINGS		
	SOs - Single Unit	MLO > Secy. (Services)	No
	SOs - SC Wing	MLO > Secy. (Poll.)	No
	Assistant Secretaries	MLO > Secy. (Poll.)	No
	MLOs	MLO > Secy. (Poll.) > CS	No
12.**SECURITY INSTRUCTIONS**			
	CM Security - instructions reg. ASL etc. - issue of	Secy. (Poll)	No
	VIP Security - instructions reg. ASL etc. of Ex-CMs and others - issue of	MLO	No
	Security - Other matters relating thereto	Secy. (Poll)	No
13.**MISCELLANEOUS**			
	Members of Legislative Assembly - nomination of	Secy. (Poll) > CS > CM	Yes
	Holidays including those under the Negotiable Instruments Act - declaration of	Secy. (Poll) > CS > CM	Yes
	Governor's Address to the State Legislature - preparation of	Secy. (Poll.) > CS > CM > Governor	Yes
	Legislative Bodies (Other than A.P.) Proceedings - Marking of subjects for perusal of Ministers.	Secy. (Poll.) > CS > CM	Yes
	House Committee and Committee on Government Assurances - All matters	Secy. (Poll.) > CS	No

	relating to the Co-ordination and consolidation of the recommendations		
	Enemy property and enemy trading	Secy. (Poll.) > CS	No
	Honours and Titles	Secy. (Poll.) > CS	No
	Indian Chiefs and States	Secy. (Poll.) > CS	No
	National Volunteer Force	Secy. (Poll.) > CS	No
	Naval, Military and Air Force Works	Secy. (Poll.) > CS	No
	Pension - Union Political Pensions	Secy. (Poll.) > CS	No
	Political charges	Secy. (Poll.) > CS	No
	Territorial Army	Secy. (Poll.) > CS	No
	Uniform - Civil	Secy. (Poll.) > CS	No
	RTI - Furnishing of Information/Quarterly Progress Reports	P.I.O.	No
	Court Cases	Secy. (Poll.)	No
(2).PERSONNEL			
	Case	**Authority competent**	**Circulation needed?**
1. SERVICE MATTERS			
	Issue of orders on Transfers and postings of AIS officers	MLO > Secy. (Poll.) > CS > CM	Yes
	Issue of orders on Promotion of AIS Officers	MLO > Secy. (Poll.) > Screening Committee > CS > CM	Yes
	Issue of orders for Continuation / discontinuation of ex-cadre posts	MLO > Secy. (Poll.) > Finance > CS > CM	Yes
	Sending of proposals on Cadre Review / Management	MLO > Secy. (Poll.) > CS > CM	Yes
	Issue of orders for Temporary addition to cadre in Fixed Grade Scale.	MLO > Secy. (Poll.) > Finance > CS	No
	Issue of orders for creation of ex-cadre posts	MLO > Secy. (Poll.) > Finance > CS	No
	Sending of consent for Inter-cadre deputations of AIS Officers into AP or from AP.	MLO > Secy. (Poll.) > CS > CM	Yes
	Consideration of request of CCS Officers for their deputation to AP State.	MLO > Secy. (Poll.) > CS > CM	Yes
	Issue of orders on Counting of past service	MLO > Secy. (Poll.) > CS > CM	Yes
	Sending of proposals for release of Pensionary benefits.	MLO > Secy. (Poll.) > CS	No
	Issue of Retirement Notification and relief orders thereof.	MLO > Secy. (Poll.) > CS	No
	Issue of orders on alteration of Date of Birth	MLO > Secy. (Poll.) > CS > CM	Yes
2. LEAVES			
	Sanction of Earned Leave	MLO > Secy. (Poll.) > CS	No
	Sanction of Half Pay Leave	MLO > Secy. (Poll.) > CS	No
	Sanction of Half Pay Leave commuted to Full Pay on Medical Certificate	MLO > Secy. (Poll.) > CS	No
	Sanction of Extra-ordinary Leave	MLO > Secy. (Poll.) > CS	No
	Sanction of Casual Leave	MLO > Secy. (Poll.) > CS	No
	Sanction of Optional Holiday	MLO > Secy. (Poll.) > CS	No
	Sanction of Paternity / Maternity Leave	MLO > Secy. (Poll.) > CS	No
	Sanction of Child Care Leave	MLO > Secy. (Poll.) > CS	No
	Sanction of Ex-India Leave	MLO > Secy. (Poll.) > CS	No
	Sanction of Study Leave	MLO > Secy. (Poll.) > CS > CM	Yes
	Sanction of LTC	MLO > Secy. (Poll.) > CS	No
	For CS and AIS Officers working in CMO.,		

	orders shall be issued by Secy.(Poll.)on all types of leaves, LTC and permissions outside the State, after endorsement by CM on the application		
3. PAY & ALLOWANCES			
	Re-notification of GoI Orders Pay Revision	MLO > Secy. (Poll.) > CS > CM	Yes
	Sanction of Additional pay	MLO > Secy. (Poll.)	No
	Issue of orders on Protection of pay	MLO > Secy. (Poll.) > CS	No
4. LOANS AND ADVANCES			
	Sanction of House Building Advance	MLO > Secy. (Poll.)	No
	Sanction of Motor Car / Motor Cycle Advance	MLO > Secy. (Poll.)	No
	Sanction of Computer Advance	MLO > Secy. (Poll.)	No
	Sanction of Marriage Advance	MLO > Secy. (Poll.)	No
	Sanction of Education Advance	MLO > Secy. (Poll.)	No
	Sanction of GPF / Part-final withdrawal	MLO > Secy. (Poll.)	No
5. REIMBURSEMENTS			
	Issue of orders on reimbursement of Medical expenses for OP treatment above Rs.25,000/-	MLO > Secy. (Poll.) > CS	No
	Issue of orders on reimbursement of Medical expenses in relaxation of Rules.	MLO > Secy. (Poll.) > Standing Committee>CS > CM	Yes
6. PARs			
	Submission of Annual Performance Appraisal Reports in SPARROW	MoS > Reporting > Reviewing > Accepting Authority (CS / CM) > GoI	Yes
7. PROPERTY RETURNS			
	Submission of Movable Property returns	MOS > GoAP	No
	Submission of Movable Property returns in SPARROW.	MOS > GoI	No
	Submission of Immovable Property returns in SPARROW.	MOS > GoI	No
8. TRAININGS			
	Sending of nominations for Induction Training	MLO > Secy. (Poll.) > CS > CM	Yes
	Sending of State Govt. Consent of enrolled AIS Officers for Compulsory MCT Phase-III Program	MLO > Secy. (Poll.) > CS > CM	Yes
	Sending of State Govt. Consent of enrolled AIS Officers for Compulsory MCT Phase-IV Program	MLO > Secy. (Poll.) > CS > CM	Yes
	Sending of State Govt. Consent of enrolled AIS Officers for Compulsory MCT Phase-V Program	MLO > Secy. (Poll.) > CS > CM	Yes
	Issue of permissions for Foreign Training Programmes under DFFT Scheme to AIS Officers	MLO > Secy. (Poll.) > CS > CM	Yes
	Issue of permissions for Foreign Training Programmes under non-DFFT Scheme to AIS Officers	MLO > Secy. (Poll.) > CS > CM	Yes
	Issue of permissions for domestic training programmes.	MLO > Secy. (Poll.) > CS > CM	Yes
9. FOREIGN VISITS			
	Issue of permissions for official visits abroad	MLO > Secy. (Poll.) > Finance > CS > Screening Committee > CM	Yes
10. TOUR PERMISSIONS			
	Issue of Tour permission to officers outside	MLO > Secy. (Poll.) > CS	No

	the State on official duty.		
11. PROBATION			
	Sending of proposals for Confirmation and declaration of Probation	MLO > Secy. (Poll.) > CS	No
12. PROMOTION TO IAS			
	A. PREPARATION OF SELECT LIST FOR SCS OFFICERS		
	Determination of vacancies	MLO > Secy. (Poll.) > CS	No
	Calling of proposals from Revenue (Ser.I) Dept.	MLO > Secy. (Poll.) > CS	No
	Sending of proposals to GoI for preparation of Selection List.	MLO > Secy. (Poll.) > CS > CM	Yes
	Re-publication of Notification on Select List in A.P. Gazette.	MLO > Secy. (Poll.) > CS > CM	Yes
	B. PREPARATION OF SELECT LIST FOR NON-SCS OFFICERS		
	Determination of vacancies	MLO > Secy. (Poll.) > CS	No
	Calling of proposals from HoDs through Administrative Departments in Secretariat.	MLO > Secy. (Poll.) > CS	No
	Constitution of Screening Committee to identify eligible candidates.	MLO > Secy. (Poll.) > CS > CM	Yes
	Sending of proposals to GoI for preparation of Selection List.	MLO > Secy. (Poll.) > CS > CM	Yes
	Re-publication of Notification on Select List in A.P. Gazette.	MLO > Secy. (Poll.) > CS > CM	Yes
13. PROMOTION TO IPS			
	A. PREPARATION OF SELECT LIST FOR SPS OFFICERS		
	Determination of vacancies by MHA.	MLO > Secy. (Poll.) > CS	No
	Calling of proposals from DGP (HoPF).	MLO > Secy. (Poll.) > CS	No
	Sending of proposals to UPSC for preparation of Selection List of IPS.	MLO > Secy. (Poll.) > CS > CM	Yes
	Re-publication of Notification on Select List in A.P. Gazette.	MLO > Secy. (Poll.) > CS > CM	Yes
14. PROMOTION TO IFS			
	A. PREPARATION OF SELECT LIST FOR SFS OFFICERS		
	Determination of vacancies by MOEF.	MLO > Secy. (Poll.) > CS	No
	Calling of proposals from PCCF (HoFF).	MLO > Secy. (Poll.) > CS	No
	Sending of proposals to UPSC for preparation of Selection List of IFS.	MLO > Secy. (Poll.) > CS > CM	Yes
	Re-publication of Notification on Select List in A.P. Gazette.	MLO > Secy. (Poll.) > CS > CM	Yes
15. DISCIPLINARY CASES			
	ACB Trap / Disproportionate Assets cases of cadre officers.	MLO > Secy. (Poll.) > CS > CM	Yes
	ACB Trap / Disproportionate Assets cases of non-cadre officers (MLO and above in Secretariat and HoDs)	MLO > Secy. (Poll.) > CS	No
	ACB Trap / Disproportionate Assets cases of other officers	MLO > Secy. (Poll.)	No
	Sending of ACB's preliminary report on Trap Cases / DA cases including recommendation for suspension.	MLO > Secy. (Poll.) > CS > CM	Yes
	Sending of ACB's preliminary report to A.P. Vigilance Commission for advise.	MLO > Secy. (Poll.) > CS > VC	No
	Calling of explanation from MoS basing on	MLO > Secy. (Poll.) > CS > CM	Yes

	the advice of APVC and Framing of articles of charges basing on the draft articles of charges furnished by ACB.		
	Examining the Written statement of defense of Charged Officer (MoS) and entrustment / appointment of CoI.	MLO > Secy. (Poll.) > CS	No
	Communication of IA report to the Charged Officer.	MLO > Secy. (Poll.) > CS	No
	Provisional decision on the representation of CO on IA report.	MLO > Secy. (Poll.) > CS > VC	No
	Taking decision on imposing of Penalty.	MLO > Secy. (Poll.) > CS > CM	Yes
	Sending of proposal to GoI / UPSC on the penalty to be imposed.	MLO > Secy. (Poll.)	No
	Communicating the order of GoI/UPSC on imposing of penalty to CO.	MLO > Secy. (Poll.) > CS	No
	Sending of appeal of CO if any to GoI/UPSC.	MLO > Secy. (Poll.) > CS	No
	Entrustment of the case to ACB / V&E / Intelligence for discreet / regular enquiry (after taking approval of the Screening Committee) against the cadre officers.	MLO > Secy. (Poll.) > CS > CM	Yes
	Entrustment of the case to ACB / V&E / Intelligence on the Complaints / Petitions against Non-cadre officers	MLO > Secy. (Poll.) > CS	No
	Entrustment of the case to ACB / V&E / Intelligence on the Complaints / Petitions against other officers	MLO > Secy. (Poll.)	No
	Vigilance clearance for empanelment	MLO > Secy. (Poll.) > CS	No
	CBI cases – Permission process.	MLO > Secy. (Poll.) > CS > CM	Yes
	Reports / information required for sanction of prosecution u/Sec.19 of PC Act 1988 (sought by GoI) such as --- (1) Investigation report in original (2) case records (3) draft sanction order (4) version of AO and comments of IO to rebut his contention (5) Law Dept. Opinion (6) approval of competent authority and (7) sanction order for alleged IPC offences u/Sec.197(1) of Cr. P.C by the State Government.	MLO > Secy. (Poll.) > CS > CM	Yes
	Regular Department Action – as was done in the ACB Cases.	MLO > Secy. (Poll.) > CS > CM	Yes
16. MISCILENIOUS			
	Furnishing of information under RTI Act / Monthly / Quarterly Progress Reports.	PIO	No
	Filing of Counter Affidavits in Court cases.	MLO > Secy. (Poll.)	No
	Filing of Appeals Court cases.	MLO > Secy. (Poll.)	No
	Issue of NOC for acquiring Indian Passport / Visa	MLO > Secy. (Poll.)	No
	Forwarding of applications for issue of Identity Cards for IAS Officers to MHA.	MLO > Secy. (Poll.)	No
	Conducting Civil Military Liaison meetings under the Chairmanship of Chief Minister on the proposal received from the Military authorities.	MLO > Secy. (Poll.) > CS > CM	Yes
(3). PROTOCOL			
	Type of Case	**Authority competent**	**Circulation needed?**

1. VISITS			
	State guests - declaration of	MLO > Secy. (Poll.) > CS	No
	HP/ VIP - instructions - issue of	MLO > Secy. (Poll.)	No
	HP/ VIP - Reception, Transport, Accommodation - Provision of	MLO	No
	Non-paying guests - Reception, Transport, Accommodation - Provision of	MLO > Secy. (Poll.) > CS	No
2. GUEST HOUSES			
	A. CAPITAL REGION		
	Guest house rooms - allotment of	Secy. (Poll.)	No
	Guest House Annexes - Declaration of providing Catering /Housekeeping /Maintenance - Delegation of powers	Secy. (Poll.) > CS	No
	Interim Accommodation - Hiring and allotment to CM Office Officials, GAD Officials and other Cadre Officers moving to AP Capital Region	Secy. (Poll.) > CS	No
	B. AP BHAVAN		
	Rooms/ spaces - allotment of	MLO > Secy. (Poll.)	No
	Canteen - allotment of	MLO >Secy. (Poll.) > CS	No
	C. HYDERABAD		
	Rooms/ spaces - allotment of	MLO>Secy. (Poll.)	No
	D. TRANSPORT		
	Vehicles - long term for CMO, Ministers, Cabinet rank holders, Secretaries to Government without official vehicle - hiring and allotment of	Secy. (Poll.)	No
	Vehicles - short term for state guests/non-paying guests - hiring and allotment of	Secy. (Poll.)	No
3. ESTABLISHMENT AND OFFICE MANAGEMENT			
	A. DOP		
	Service rules - making of and amendments to	Secy. (Poll.) >CS>CM	Yes
	Service rules - sanction of posts	Secy. (Poll.) > Secy. Fin > CS > CM	Yes
	Works - Administrative sanction - Issue of	Secy. (Poll.) > Secy. Finance	No
	B. AP BHAVAN		
	Service rules - making of and amendments to	Secy. (Poll.) > CS>CM	Yes
	Service rules - sanction of posts	Secy. (Poll.) > Secy. Fin > CS > CM	Yes
	Works - Administrative sanction - Issue of	Secy. (Poll.) > Secy. Finance	No
	C. MISCELLANEOUS		
	All matters with regard to Department of Protocol and A.P. Bhavan, New Delhi	Secy. (Poll.) > CS	No
	Audit paras - seeking reports	Secy. (Poll.)	No
	Budget – Re-appropriation, additional budget, revalidation	Secy. (Poll.)	No
4. CEREMONIALS			
	State functions - declaration and conduct of	Secy. (Poll.) > CS>CM	Yes
	Republic Day, Independence day, State formation day - conduct of	Secy. (Poll.) > CS>CM	Yes
	State lunches/dinners - hosting of	Secy. (Poll.) > CS>CM	Yes
	Ceremonies - awards, festivals etc. - conduct of	Secy. (Poll.) > CS>CM	Yes
	Celebrations - UN days, NCC days etc. - conduct of	Secy. (Poll.) > CS	No
	Anniversaries - conduct of	Secy. (Poll.) > CS	No

	Budget for State Functions	Secy. (Poll.) > CS	No
5. BUDGET			
	Budget - consolidation of	Secy. (Poll.)	No
	Budget - Air crew expenses, hospitality expenses, DoP/ AP Bhavan expenses - bills - settlement of	MLO>Secy. (Poll.)	No
6. SYMBOLS OF STATE AUTHORITY			
	Coat of Arms-State	Secy. (Poll.) > CS	No
	Flags - flying of - Rules	Secy. (Poll.) > CS	No
	Flag code - enforcement of	Secy. (Poll.)	No
	Beacons and hooters on vehicles - instructions, guidelines - issue and enforcement of	Secy. (Poll.) > CS	No
	State Emblems - matters relating thereto	Secy. (Poll.) > CS	No
7. MISCELLANEOUS MATTERS			
	Protocol observance - violations - issue of instructions	Secy. (Poll.) > CS	No
	Protocol observance - Petitions - disposal of	Secy. (Poll.) > CS	No
	Warrant of Precedence - updation of	Secy. (Poll.) > CS	No
	Furnishing of Information under RTI Act/Quarterly Progress Reports	MLO	No.
	Miscellaneous matters	Secy. (Poll.)	No
(4). LAW & ORDER			
	Case	**Authority competent**	**Circulation needed?**
1. COMMUNILASM			
	Sanction of ex-gratia to the victims of communal riots.	MLO > Secy. (Poll.) > Finance > CS > CM	Yes
2. LEFT WING EXTREMISM			
	Framing of Policy on announcement of cash rewards on UG cadre.	MLO > Secy. (Poll.) > Finance > CS > CM	Yes
	Enhancement of ex-gratia relief to the victims of LWE	MLO > Secy. (Poll.) > Finance > CS > Cabinet Sub- Committee > CM	Yes
	Issue of clarifications on implementation of policy.	MLO > Secy. (Poll.)	No
	Declaring the organizations as unlawful associations.	MLO > Secy. (Poll.) > CS > CM	Yes
3. PUBLIC ORDER			
	Acceptance of Magisterial Inquiry reports into the incidents of Police firing / Police Custodial death.	MLO > Secy. (Poll.) > Finance > CS > CM	Yes
	Appointment of Inquiry commissions to inquire into the major incidents.	MLO > Secy. (Poll.) > Finance > CS > CM	Yes
	Payment of compensation in NHRC Cases	MLO > Secy. (Poll.) > Finance > CS > CM	Yes
	Confirmation of Preventive Detention orders issued by the Collectors placing them before the Advisory Board and issue of final orders.	MLO > Secy. (Poll.) > Finance > CS	No
4. ACTs			
	Issue of Amendment to The Andhra Pradesh Prevention of Dangerous Activities of Communal Offenders Act, 1984 (AP Act No.30 of 1984).	MLO > Secy. (Poll.) > CS > CM > APLA > Governor (P.D. Act)	Yes
	Issue of Amendment to The Andhra Pradesh Prevention of Dangerous Activities of Bootleggers, Dacoits, Drug Offenders, Goondas, Immoral Traffic Offenders and	MLO > Secy. (Poll.) > CS > CM > APLA > Governor (P.D. Act)	Yes

	Land Grabbers Act, 1986 (AP Act No.1 of 1986)		
	Issue of Amendment to The Andhra Pradesh Public Security Act, 1992 dealing with certain organizations as unlawful associations (CPI(M), Maoist and its front organizations).	MLO > Secy. (Poll.) > CS > CM > APLA > Governor	Yes
5. HUMAN RIGHTS COMMISSIONS			
	Appointment of Chairman, Members to APSHRC	MLO > Secy. (Poll.) > CS > CM > Governor	Yes
	Issuing APSHRC procedural Regulations	MLO > Secy. (Poll.) > CS > CM > Governor	Yes
	Sending of reports to SHRC and NHRC in response to the Notices issued by the Commission on the complaints.	MLO > Secy. (Poll.) > concerned Dept.	No
6. AWARDS AND MEDALS			
	MISCELLANEOUS	MLO > Secy. (Poll.) > CS > CM	Yes
	Sending of recommendations of Government to the MHA for PPM / IPM	MLO > Secy. (Poll.) > CS > CM	Yes
	Sending of recommendations of Government to the MHA for PPMG/PMG	MLO > Secy. (Poll.) > CS > CM	Yes
	Sending of recommendations of Government to the MHA for Ashoka Chakra series of awards.	MLO > Secy. (Poll.) > CS > CM	Yes
	Sending proposals to Government of India for Padma Awards	MLO > Secy. (Poll.) > CS > CM	Yes
7. MISCELLANEOUS			
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(5). GAD ESTABLISHMENT			
	Case	**Authority competent**	**Circulation needed?**
1. POSTS			
	A. CREATIONS		
	Posts Creation in GAD	MLO >Secy. (Poll.) > CS > CM	Yes
	B. APPOINTMENTS		
	Class - IV on Compassionate Grounds	MLO >Secy. (Poll.)	No
	Outsourcing basis	MLO >Secy. (Poll.)	No
	Contract Basis	MLO >Secy. (Poll.)	No
	C. TRANSFERS & REPATRIATIONS		
	Intra-Departmental Transfers	M.L.O.>Secy. (Poll.)	No
	Placing of full additional charge/incharge arrangements	M.L.O.>Secy. (Poll.)	No
	Relief & Admission	M.L.O.>Secy. (Poll.)	No
	D. PROMOTIONS		
	Drivers/Record Assistants/Lift Operators	M.L.O	No
	Class - IV	M.L.O	No
	E. RETIREMENTS		
	Notification	M.L.O	No
	Final payment of GPF papers / Pension papers forwarding	M.L.O.>Secy. (Poll.)	No
	Sanction of other benefits (FBF/GIS/EL encashment)	M.L.O.>Secy. (Poll.)	No
2. PAY			
	Pay fixation	M.L.O.>Secy. (Poll.)	No
	Sanction of periodical Increments	M.L.O.>Secy. (Poll.)	No
	Sanction of Additional Charge Pay	M.L.O.	No
3. LEAVES			

	Sanction of EL / HPL / EOL / Maternity / Paternity / Child Care Leave	Upto SO- MLO/ AS and above- Secy. (Poll)	No
4. REIMBURSEMENTS			
	A. MEDICAL REIMBURSEMENT		
	OP Treatment obtained by AIS officers in GAD	< 25000 Secy. (Poll.) and >25000 CS	No
	Treatment obtained by AIS officers in Un-Recognized Hospital working in GAD	After obtaining Scrutiny Report, case transferred to Personnel Division for orders.	No
	Treatment obtained in Recognized Hospital	M.L.O > Secy. (Poll.)	No
	Treatment obtained in Un-Recognized Hospital	Secy. (Poll.) > HM&FW > Finance > Standing Committee > CS > CM	Yes
	B. EDUCATION REIMBURSEMENT		
	Sanction of	For staff: MLO/ for AIS officers: Secy. (Poll.)	No
	C. LEAVE TRAVEL CONCESSION / TA & DA		
	Sanction of	Up to SO: MLO/ AS and above: Secy. (Poll)	No
5. LOANS & ADVANCES			
	A. SANCTION OF GPF		
	Temporary Advance	Up to SO MLO/ AS and above Secy. (Poll)	No
	Part Final withdrawal / Final Withdrawal	Upto SO MLO/ AS and above Secy. (Poll)	No
	B. SANCTION OF ADVANCES		
	HBA	Up to Class-IV: MLO/ Above Class-IV: Secy. (Poll.)	No
	Motor car/ Motor cycle Advance	Up to Class-IV: MLO/ Above Class-IV: Secy. (Poll.)	No
	Computer Advance	Up to Class-IV: MLO/ Above Class-IV: Secy. (Poll.)	No
	Marriage Advance	Up to Class-IV: MLO/ Above Class-IV: Secy. (Poll.)	No
	Education Advance	MLO	No
	Festival Advance	MLO	No
	C. MISCELLANEOUS		
	Distribution of loans and advances budget among HoDs	MLO	No
6. SERVICE PARTICULARS			
	Furnishing Service particulars of Asst. Secy. and above to SC-F	Secy. (Poll.)	No
	Furnishing Service particulars of ASOs and SOs / PSs to SU-I	M.L.O.	No
	Furnishing Service particulars of Office Subordinates up to Lift Operators to SU-II	M.L.O.	No
	Furnishing Service particulars of Sr. Steno / Jr. Stenos to SU-III	M.L.O.	No
7. MISCELLANEOUS			
	Furnishing of Information under RTI Act/Quarterly Progress Reports	P.I.O.	No
	Court Cases	Secy. (Poll.)	No
	Issue of NOC for acquiring Indian Passport / VISA	Up to Class-IV: MLO/ Above Class-IV: Secy. (Poll.)	No
(6). GAD OFFICE MANAGEMENT			
	Case	**Authority competent**	**Circulation needed?**
1. VEHICLES			

	A. PURCHASE AND ALLOTMENT		
	Purchase of new vehicles (Four Wheelers)	Fin. > CS > CM	Yes
	Purchase of new vehicles (Two wheelers)	Fin.> CS	No
	Allot Vehicles to Officers/ General pool	Secy. (Poll.)	No
	Permission to hire private vehicles	Secy. (Poll.)	No
	B. MAINTENANCE/REPAIRS/CONDEMNATION		
	Sanction of	< 1 lakh - M.L.O. / > 1 lakh - Secy. (Poll.)	No
	Supply of consumables in vehicles	MLO	No
	Condemnation	15 Yrs or 25000 KM - Secy. (Poll), else CS	No
	C. POL		
	POL Bills payment	<200 Ltrs.-M.L.O. / > 200 Ltrs.-Secy. (Poll)	No
	Sanction of monthly POL for private 2 wheelers of staff of peshis and GAD	<160 Ltrs.-M.L.O. / > 160 Ltrs.-Secy. (Poll)	No
	Issue of monthly coupon books to peshi in-charge PS	MLO	No
2. CONSUMABLES AND EQUIPMENT			
	A. STATIONERY/ NON-STATIONERY ITEMS AND EQUIPMENT		
	Procurement / Rate-contract finalization	Committee headed by a Secretary of GAD with MLO as convener	No
	Purchase of Stationery items	Secy. (Poll)	No
	Purchase of Non-Stationery items	Secy. (Poll)	No
	Purchase/ lease of Equipment	Secy. (Poll)	No
	Purchase/supply of Hospitality supplies/Refreshments to ministers and GAD officers peshis	Secy. (Poll)	No
	Stores maintenance - Allotment/Issue, Maintenance	Store In-charge	No
	B. NEWSPAPERS AND MAGAZINES		
	Sanction of newspapers and magazines for Ministers/ GAD officers peshis and residences	Secy. (Poll)	No
3. COMMUNICATIONS AND IT			
	A. CONNECTIONS - NEW SANCTIONS		
	Landline - Regular :: Ministers/Officers-Office/Residence	M.L.O. > Secy. (Poll.)	No
	ISD :: Ministers/Officers - Office/Residence	Secy. (Poll.)	No
	Mobile - Regular :: Ministers/Officers/ASOs/Peshi staff	M.L.O. > Secy. (Poll.)	No
	International Roaming :: Permissions	Secy. (Poll.)	No
	Data Card :: Ministers/Officers/ASOs/Peshi staff	M.L.O. > Secy. (Poll.)	No
	Leased Lines :: Ministers/Officers-Office/Residence	Secy. (Poll.)	No
	B. CONNECTIONS - MONTHLY PAYMENTS		
	Landline - Regular :: Payment of bills	Within eligibility M.L.O. / beyond Secy. (Poll.)	No
	ISD :: Payment of bills	Within eligibility M.L.O. / beyond Secy. (Poll.)	No
	Mobile - Regular :: Payment of bills	Within eligibility M.L.O. / beyond Secy. (Poll.)	No
	International Roaming :: Payment of bills	Within eligibility M.L.O. / beyond	No

		Secy. (Poll.)	
	Data Card :: Payment of bills	Within eligibility M.L.O. / beyond Secy. (Poll.)	No
	Leased Lines :: Payment of bills	Within eligibility M.L.O. / beyond Secy. (Poll.)	No
	C. INSTRUMENTS		
	Landlines :: Sanctions / Payment of bills	M.L.O. > Secy. (Poll.)	No
	Mobiles :: Purchase / Payment of bills	M.L.O. > Secy. (Poll.)	No
	Laptops :: Purchase / Payment of bills	M.L.O. > Secy. (Poll.)	No
	Desktops :: Purchase / Payment of bills	M.L.O. > Secy. (Poll.)	No
	EPABX - Sanctions & Payments	M.L.O. > Secy. (Poll.)	No
	D. SECRETARIAT TELEPHONE DIRECTORY		
	Preparation of	Asst. Secy. (Genl.)	No
	E. IT PRODUCTS		
	Sanction for procurement of IT tools/products	Secy. (Poll.)	No
	Payment of license fee for IT products	Secy. (Poll.)	No
	Sanction for development and maintenance of IT applications	Secy. (Poll.)	No
4. LIBRARY AND CRB			
	A. LIBRARY		
	Purchase of books, magazines and newspapers-hard copies/soft copies	Secy. (Poll.)	No
	Constitution of committee for books and periodicals selection	Secy. (Poll.)	No
	Issue of membership cards	MLO	No
	Other matters	Secy. (Poll.)	No
	B. CRB		
	Engage service provider and make payments for CRB	Secy. (Poll.)	No
	Other matters	Secy. (Poll.)	No
5. OFFICE ACCOMMODATION			
	A. SPACE ALLOTMENTS		
	Allotment of spaces to Ministers	CM	Yes
	Allotment of spaces to secretaries and others	Secy. (Poll.)	No
	B. FURNISHING		
	Furniture to Secys. / Department/ Ministers - Supply of	Secy. (Poll.)	No
	Furnishing the Chambers of Ministers, Chief Secretary to Govt., Cadre Officers of GAD and cabinet rank holders under the control of GAD - Sanction of	Secy. (Poll.)	No
	C. FACILITY MANAGEMENT OF BUILDINGS/PREMISES UNDER GAD		
	Sanction of Civil/Electrical Works	Finance>Secy. (Poll.)	No
	Sanction of housekeeping works, security works and other maintenance works	Secy. (Poll.)	No
	Payment of electricity/ water/ other charges of Secretariat buildings	M.L.O.	No
	Payments to Watch & Ward / integrated security agencies	M.L.O.	No
	D. ACCESS CONTROL		
	Access Control equipment - Sanction of and payments for	Secy. (Poll.)	No
	Issue of visitors passes	Chief Reception Officer	No

	Issue of identity cards/ temporary passes/ Vehicle passes	MLO>Asst. Secy. (Genl.)	No
	Procurement of Legislature passes during sessions for GAD officers & staff	AS	No
7. MISCELLANEOUS			
	A. GENERAL		
	RTI Act - Furnishing of Information	P.I.O.	No
	Online Biometric Attendance Reports generation of	M.L.O.>Secy. (Poll.)	No
	Generation of Daily Attendance Report	M.L.O.>Secy. (Poll.)	No
	IOC - Inward and outward	M.L.O.>Secy. (Poll.)	No
	Service postage and stamps	M.L.O.>Secy. (Poll.)	No
	General Instructions to Staff	M.L.O.>Secy. (Poll.)	No
	B. ACCOUNTANT GENERAL (AG) AUDIT		
	Allotment of temporary space	M.L.O.	No
	Arrangement of refreshments	M.L.O.	No
	Provide physical files and other information during audit period	M.L.O.	No
	Arrangement of Transportation	M.L.O.	No
	Furnishing of replies to Audit paras	M.L.O.	No
(7).CABINET			
	Case	**Authority competent**	**Circulation needed?**
1. ARRANGEMENTS			
	Conveyance/meals/refreshment charges to the staff	Secy. (Poll.)	No
	Council of Ministers – Arrangements for meetings.	MLO	No
	Issue of Notice	CS	No
2. MEETINGS			
	Preparation of agenda and uploading	CS>CM	Yes
	Recording of Council Resolutions	CM>CS	Yes
	Distribution of approved pink slips to departments (council resolutions)	MLO	No
	Implementation of Council Resolutions	Secy. (Poll.)	No
3.MISCELLANEOUS			
	Issue of Instructions to All Departments regarding Cabinet	MLO	No
	Constitution of Group of Ministers/Committees	CS>CM	Yes
	Holding of meetings of committees of council	MLO	No
	RTI Act - Furnishing of Information	MLO>PIO	No
	Amendments to Business Rules	CS>CM	Yes
(8). POLICY UNIT			
	Case	**Authority competent**	**Circulation needed?**
1. WORK-PLAN AND BUDGET			
	Annual work-plan and budget of GAD	Secy. (Poll.)	No
	Distribution of subjects in GAD / All types of miscellaneous matters in respect of Estt. Wing.	Secy. (Poll.) > MLO	No
	KPIs for staff in GAD	Upto ASO MLO / SO and above Secy. (Poll.)	
	General Questions of a general nature which cannot be allotted to any particular	Secy. (Poll.)	No

	Department		
	Setting up of Police Commissionerates and issue of Notifications. (G.O.Ms.No.166, G.A.(Cabinet) Dept., dt.7-7-2004)	CS>CM	Yes
2.CABINET DECISIONS			
	Monitor and evaluate implementation of cabinet decisions with special focus on key policy issued.	Secy. (Poll.) > MLO	No
	Provide professional, technical and administrative support for cabinet work.	Secy. (Poll.)	No
	Serve as internal think tank of Department	Secy. (Poll.)	No
3. INFORMATION SYSTEMS			
	IT applications – conceptualization, drawing up requirements, change requests and implementation	Secy. (Poll.)	No
	e-office implementation	Secy. (Poll.)	No
	GAD website and social media	Secy. (Poll.)	No

(BY ORDER IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

DINESH KUMAR
CHIEF SECRETARY TO GOVERNMENT

To
The PS to CS to Govt.
The PS to Spl. CS to Govt. (GPM&AR), GAD.
The PS to Secy.to Govt. (Poll.), GAD.
The PS to Secy. to Govt. (Services), GAD.
The PA to Addl. Secy. to Govt. (Cabinet), GAD.
The PA to Joint Secy. (General), GAD.
The PS to CEO., EO Spl. CS to Govt., GA (Elections) Dept.
The PS to EO Prl. Secy.to Govt. (SR), GAD.
The PS to EO Secy.to Govt. (I&PR), GAD.
All the Senior / Junior Officers in GAD.
All the Sections in GAD including SC Wing.
SF/SCs.

//FORWARDED:: BY ORDER//

SECTION OFFICER

Signature valid

Digitally signed by MARY RATNAMANI S
Date: 2017.11.08 1[illegible]:10:58 IST
Reason: Approved